

**CIVILIAN POLICE OVERSIGHT AGENCY BOARD  
PERSONNEL SUBCOMMITTEE**

*Eric Olivas - Chair*

*Dr. William Kass*

*Doug Mitchell*

Edward Harness, CPOA Executive Director

**Thursday, August 20, 2020 at 9:00 a.m.  
Video Conference**

**Minutes**

**Members Present:**

Eric Olivas  
Dr. William Kass  
Doug Mitchell

**Members Absent:**

**Others Present:**

Edward Harness, CPOA  
Katrina Sigala, CPOA  
Valerie Barela, CPOA  
Diane McDermott, CPOA

- I. Welcome and Call to Order:** Chair Olivas called to order the Personnel Subcommittee meeting at 9:00 am.
- II. Approval of the Agenda**
- a. Agenda approved
- III. Approval of the Minutes from July 27, 2020**
- a. July 27, 2020 minutes approved
- IV. Meeting with Counsel re: Personnel Issues and Closed Discussion to discuss Possible Action re: Personnel Issues**
- a. **Limited personnel matters pursuant to NMSA 1978, Section 10-15-1(H)(2)**
- i. **Executive Director**

\*\*\*Meeting on Personnel issues began at 9:04 a.m. and the meeting reconvened at 9:31 a.m.\*\*\*

1. **Motion.** Motion by Chair Olivas to move back into open session and that the matters discussed were limited to the Executive Director.

**V. Discussion and Possible Action:**

**1. Executive Director Evaluation 2019**

- a. The Executive Director's Evaluation survey for 2019 will be sent out through Survey Monkey to CPOA Board members and staff who were members or employed in 2019 and who are still members of the Board and Agency.

**2. Executive Director Evaluation 2020**

- a. Chair Olivas recommends that the Personnel Subcommittee make edits to the 2020 Executive Director's Evaluation and discussions will continue at the next scheduled subcommittee meeting.
- b. Chair Olivas recommends to use survey monkey as an evaluation tool and proposes to send the 2020 surveys to the CPOA Board, CPOA staff to include the CPOA Executive Director.

**3. Executive Director Evaluation Process and Timeline 2021**

- a. Chair Olivas recommends to add a goal setting element to the Executive Director's Evaluation. The Evaluation Process and Timeline for 2021 will be discussed at the next scheduled subcommittee meeting.

**VI. Other Business**

- a. None

**VII. Next Regular Meeting August 31, 2020 at 3:00 pm (video conference)**

**VIII. Adjournment**

- a. The meeting adjourned at 9:59 am.